

Fundamentals of Project Management

A coaching session/workshop combining the key elements of Project Management with an overview of Microsoft Project.

Work has always been a part of a project or a series of projects. People who are better organised or more logical thinkers have always taken a systematic approach to their work. Project Management was regarded as a skill needed to build the Snowy Hydro Scheme but not for smaller projects.

More recently people have come to realise that the approach to project management taken on a large engineering project can be applied to many smaller projects. Software packages like MS Project have also put the tools in place for people to take a project management approach to their work via their computers.

This workshop introduces participants to the basic concepts of project management, project planning, the project life cycle, and uses Microsoft Project to demonstrate aspects of a project management software application. Attendees will learn the basics on how to initiate, efficiently plan, monitor progress and manage projects to achieve their goals.

The **Fundamentals of Project Management** is available as a one on one, small or large group workshop designed for people new to Project Management. This workshop aims to introduce the learner to project management concepts, project planning requirements, project implementation and closure. This workshop also shows you how to use Microsoft Project for project scheduling, resourcing and reporting.

For more information please contact John on 6294 8979.

Acorn Trainers

The people at Acorn believe training should be:

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Enrolment Form – Fundamentals of Project Management

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.